

Procedural Requirements Checklist

*******Form 5303*******

Use this list to assure that your submitted package is complete. Failure to supply the appropriate information may result in a delay in the processing of the application.

- ☐ 1. Is Form 8717, User Fee for Employee Plan Determination Letter Request, attached to your submission?
- ☐ 2. Is the appropriate user fee for your submission attached to Form 8717?
- ☐ 3. If appropriate, is Form 2848, Power of Attorney and Declaration of Representative, or a privately designated authorization attached? (For more information, see the **Disclosure Request by Taxpayer** in the instructions.)
- ☐ 4. Is a copy of your plan's latest determination letter, if any, attached?
- ☐ 5. Is the Employer Identification Number (EIN) of the **plan sponsor** (NOT the trust's EIN) entered on line 1b?
- ☐ 6. Does line 4d list the year in which the plan originally became effective?
- ☐ 7. Is page one of the application signed and dated?
- ☐ 8. Have interested parties been given the required notification of this application? (See instructions)
- ☐ 9. **For Multiple-Employer Plans:** Have you included the required information as specified in the instructions under **Specific Plans-Additional Requirements**?
- ☐ 10. **For Partial Termination Requests:** Have you included the required information as specified in the instructions under **Type of Determination Letter Requested, Partial Termination**?
- ☐ 11. **For PBGC Terminations:** Have you included the required information as specified in the instructions under **Type of Determination Letter Requested**?
- ☐ 12. Is Schedule Q, (Form 5300) Nondiscrimination Requirements, attached?

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- ☐ 13. Are all appropriate demonstrations attached to the Schedule Q?
(See Instructions for Schedule Q)
- ☐ 14. Have you included a copy of the plan, trust, and all amendments since your last determination letter?
- ☐ 15. **For Employee Stock Ownership Plans (ESOP):** Have you attached Form 5309, Application for Determination of Employee Stock Ownership Plan, to your submission?